

~~SECRET~~

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

DD/S 64-1808
BTR 831

MANAGEMENT

DD/S ADMINISTRATIVE
INSTRUCTION No. 64-4

MAR 25 1964

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

1. A one-day program has been designed by the Office of Training to make clear the Agency's interest in better supervision of personnel, to point out some current weaknesses, and to alert all concerned to the dangers to the Agency and its mission which have resulted and can result from failures in good supervision. Specifically, emphasis is to be placed on the critical necessity for supervisors to observe impeccable standards of objectivity, integrity, and impartiality in dealing with subordinates.

2. The Reorientation in Supervisory Responsibilities will be attended by all staff employees who:

- a. Are in grade GS-14 or above, or
- b. Are in grade GS-13 or below or at equivalent grades in other schedules, and who customarily prepare fitness reports on two or more subordinate employees.

3. The first offering of the Reorientation in Supervisory Responsibilities is scheduled for 10 April 1964. The presentations will be made by senior CIA Officials, including the Director of Central Intelligence or the Deputy Director of Central Intelligence. This running is intended specifically for managerial and supervisory personnel in Support components in the Washington area. The program will run from 0900 to 1600. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.

4. Each Operating Official will appoint an Office Coordinator who will be responsible for notifying those who will attend and will serve in a liaison role with [redacted] of the OTR Registrar Staff (x3056). The name of the Office Coordinator should be given to Mr. [redacted] immediately.

JOB NO. BOX NO. FLD NO. DOC. NO. NO CHANGE
IN CLASS/ DECLASS/ XCLASS CHANGED TO: TS S C RET. JUST.
NEXT REV DATE REV DATE 4/10 REVIEWER 11/1 TYPE DOC. 11
NO. PGS 4 CREATION DATE ORG COMP 30 OPI 11 ORG CLASS S
REV CLASS 1 REV COORD. AUTH: HR 70-3

25X1A

25X1A9a

~~SECRET~~

UNCLASSIFIED

GROUP 1
Excluded from automatic
downgrading and
declassification

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

~~SECRET~~

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

Operating Officials should submit to him by 2 April 1964, a list of personnel on duty in their Offices who will attend the reorientation on the basis of the eligibility criteria given in paragraph two. At least half of those named on this list should be identified to attend the initial presentation on 10 April. More specific figures and quotas will be furnished by OTR following compilation of the lists. A date for the second presentation for DD/S personnel will be announced later.

FOR THE DEPUTY DIRECTOR FOR SUPPORT

25X1A9a



EXECUTIVE OFFICER

~~SECRET~~

XERO
COPY

XERO
COPY

XERO
COPY

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

XERO
COPY

CIA Internal Use Only

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

10 April 1964

0900-0915 Director of Central Intelligence
0915-1000 Deputy Director for Support
1000-1020 Break
1020-1110 Chief, Medical Staff
1110-1145 Director of Finance
1145-1300 Lunch
1300-1400 Security Staff Officer
1400-1450 Director of Personnel
1450-1510 Break
1510-1615 Panel
Chairman: Executive Director-Comptroller
Members : Director of Finance; Chief,
Medical Staff; Director of
Personnel; Director of
Security

Please fill out the registration card you have received and hand it to an usher as you leave the auditorium after the last part of the program. The blank card given you is for questions you may wish to have answered by the panel; please hand question cards to one of the ushers at any time during the day.

ADMINISTRATIVE - INTERNAL USE ONLY

DDS

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

9 June 1964

0900-0920 MR. JOHN A. McCONE
Director of Central Intelligence

0920-1000 MR. EMMETT D. ECHOLS
Director of Personnel

1000-1020 Break

1020-1100 DR. JOHN R. TIETJEN
Chief, Medical Staff

1100-1120 Break

1120-1200 COL. L. K. WHITE
Deputy Director for Support

1200-1300 Lunch

1300-1430 Panel

Chairman: MR. LYMAN B. KIRKPATRICK,
Executive Director-Comptroller

Members : COL. L. K. WHITE
MR. ROBERT L. BANNERMAN
MR. EMMETT D. ECHOLS
DR. JOHN R. TIETJEN

The blank card given you is for questions on topics you may wish to have discussed by the Panel. Please hand it to one of the ushers at any time before lunch.

Please fill out the registration card you received and hand it to an usher as you leave the auditorium at 1200 hour.

Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

ADMINISTRATIVE - INTERNAL USE ONLY